


GSA GSA Public Buildings Service

Realty Services



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Phases

- Customer Budget Notification
- Identify Requirement
- Pre-Solicitation
- Space Procurement
- Build-Out
- Occupancy
- Contract Management

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Customer Budget Notification

- Considerations - Prospectus, Title 10
- Expiring CBR letter
- Minimum of 18 months prior
- Discuss potential workplace solutions

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Identify Requirement

- Receive space request
- Define basic space needs
- Develop special requirements
- Delineated area – CBD & Rural Reform Act

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Identify Requirement

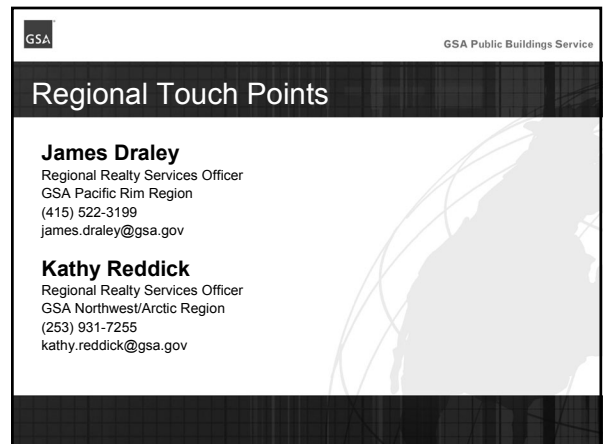
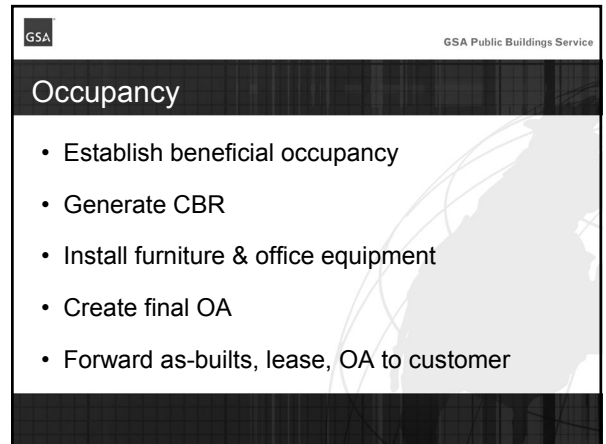
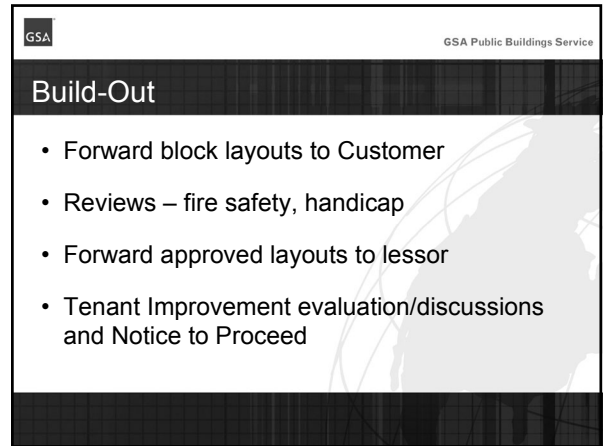
- Generate and obtain agency approval of draft Occupancy Agreement (OA)
- Discuss budget issues – relocation, furniture
- Acquisition Plans

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Pre-Solicitation

- Place ad – FedBizOps and/or Newspaper
- Evaluate responses
- Draft SFO & obtain customer approval






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Customer Focused Initiatives

- Continuing occupancy in federal space
- Realty Transaction Survey
- Billing from the OA



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Utilizing Broker Contracts

National Broker Contract

- Enhance the GSA – Customer relationship

Regional Broker Contracts

- Outleasing, market surveys, Construction Management Services

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Security in Leased Space

- Draft lease security operating standards and SFO clauses under review
- Building Security Committees (BSC)

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For More Information

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Questions?

